

ACCREDITATION COMMITTEE SUCCESSION PLANNING SUBCOMMITTEE

Terms of Reference

Preamble

The Succession Planning Subcommittee (SPS) is a standing subcommittee of the Accreditation Committee (AC).

Purpose

The principal objectives of the SPS are to conduct succession planning and recruitment for the AC and to recommend applicants to the AC for appointment.

Composition, Appointment, and Accountability

The SPS will comprise at least three (3) members from the AC. Additional members may be added if required to meet the needs of the subcommittee

1. Members of the subcommittee will be appointed by the AC.
2. The Chair will be selected by the subcommittee members.
3. The committee is accountable to the AC.

Term of Office

The term of office is two years renewable twice to a maximum of six years. Succession planning will ensure that there is some consistency of subcommittee membership from year to year.

Responsibilities

The committee's responsibilities are for AC succession planning and member recruitment in accordance with the AC Terms of Reference. This includes:

- Succession planning
- AC member recruitment
- Review/input of AC member orientation and documents
- AC member participation review
- Committing the time required to prepare for and attend all subcommittee meetings and to ensure uninterrupted participation

See Appendix 1 for the suggested timeline for carrying out subcommittee responsibilities.

See the appendices of the AC Terms of Reference for a checklist of the participation and renewal criteria for AC members.

Succession planning and recruitment

1. Ensure that:

- i. Recruitment of AC members aligns with composition and appointment requirements defined in the AC Terms of Reference as nine to twelve individuals from the following groups or organizations:

- *Canadian Physiotherapy Association (1)
- *Program Director or Chair from a Canadian physiotherapy academic program (1)
- **Faculty members from Canadian physiotherapy academic programs (2)
- *The Canadian Alliance of Physiotherapy Regulators (1)
- *National Association for Clinical Education in Physiotherapy (1)
- Entry-level graduate physiotherapist¹ (1)
- The public (1-2)
- The Association of Accrediting Agencies in Canada or a member of an agency conducting accreditation of professional education programs (1)
- Additional members depending on needs of the organization (2)

*Applicants for these positions are nominated by their respective organization

** Applicants for the Faculty member position are asked to provide a signature from the leadership of their program.

- ii. AC members are recruited with consideration to the promotion of diversity and inclusivity
- iii. AC membership includes an appropriate complement of members with language ability in French and English to ensure the work of the committee can be completed. A minimum of three bilingual members is highly recommended.
- iv. AC members understand and agree to the terms of office and participation requirements

2. For current AC members whose terms expire:

- i. Review member participation for those eligible to renew for another term to assess whether renewal should be offered.
- ii. If renewal will be offered:
 - SPS Chair to communicate with nominating organization (if applicable) to confirm that the current AC member should be approached to renew for another term.

¹ An entry-level graduate is one who is within three years of graduation at the time of appointment, and who may serve only one three-year term.

- Upon receipt of nominating organization confirmation (if applicable), SPS Chair to hold discussions with any member eligible for renewal to assess their interest.
- iii. If renewal will not be offered:
- SPS Chair to liaise with the AC Chair to confirm this decision, and to communicate the decision to the AC member who will not be offered renewal.
 - In the case of conflicts of interest for the AC Chair, the AC Vice Chair would take their place. In the case of conflict of interest for the SPS Chair, another subcommittee member would take their place.
3. Recruit new members using the following steps:
- i. Communicate with nominating organizations to request two to three applications from those meeting eligibility criteria.
- OR
- ii. Initiate broad recruitment calls to seek applicants for member categories without nominating organizations.
 - iii. Review applications and present names of successful applicant(s) to the AC for consideration.

AC member orientation and development

Review and evaluate the AC member orientation process, including reviewing and providing input to the relevant sections of the Accreditation Committee Handbook.

Responsibilities of the Chair

1. Provide leadership to the subcommittee
2. Work with staff to:
 - Prepare meeting agendas.
 - Prepare report of the subcommittee's activities for the Spring and Fall AC meetings.
 - Communicate with nominating organizations and circulate broad recruitment calls.
3. Act as liaison with the AC Chair.
4. With the support of the AC Chair (or AC Vice-Chair), communicate recruitment processes and decisions to members as well as potential and approved applicants.

Meetings

The subcommittee will meet virtually at least three times per year. Staff will assist in scheduling the meetings.

Quorum

Quorum at subcommittee meetings is a simple majority of members.

Voting

At all meetings of the subcommittee, every motion is to be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion will be lost.

Minutes and Reports

Minutes of all meetings will be recorded, and a copy will be maintained in the PEAC office.

Expenses

Expenses of subcommittee members for any meetings of the subcommittee will be paid by PEAC in accordance with established policies and procedures.

Appendix 1: Succession Planning Subcommittee Timelines

SUGGESTED TIMING	ACTIVITY
July/August	<p>Review and discuss:</p> <ul style="list-style-type: none"> • SPS Terms of Reference and timelines • the AC member status and recruitment needs (ongoing and outgoing) • process for renewal and recruitment of members • the participation criteria checklist in the appendices of the AC Terms of Reference (and make recommendations for revisions as necessary) • submissions from AC members interested in the positions of AC Chair and Vice-Chair <p>Circulate election survey if more than one submission for a position is received.</p> <p>Forward names of successful candidates to AC Chair for announcement at Sept meeting</p>
Early December	<p>Review and discuss:</p> <ul style="list-style-type: none"> • the diversity, skills and attributes in the membership taking into consideration terms of office • whether those whose terms of office are ending should be offered renewal of their term using the participation criteria checklist in the AC Terms of Reference • renewal decisions with the AC Chair <p>For those who will not be offered renewal:</p> <ul style="list-style-type: none"> • notify them of the end of their term and the reason their term will not be renewed, seeking assistance from the AC Chair if needed <p>For those who will be offered renewal and who do not have a nominating organization:</p> <ul style="list-style-type: none"> • confirm their interest in renewing their term • if not interested in renewal, initiate a broad recruitment call for applications

SUGGESTED TIMING	ACTIVITY
	<p>For those who will be offered renewal and who do have a nominating organization:</p> <ul style="list-style-type: none"> • contact the nominating organization to confirm approval for renewal of term <p>For those whose renewal is not supported by their nominating organization:</p> <ul style="list-style-type: none"> • notify them of the end of their term and the reason their term will not be renewed, seeking assistance from the AC Chair if needed • approach the nominating organization to request two to three applications from eligible applicants. <p>Develop a list of potential AC members for targeted recruitment (if applicable). Send out Calls for applications/Nominations for any remaining vacant positions, due date Feb 15</p>
February	<p>Review applications and confirm eligibility of AC applicants in accordance with succession planning processes and guidelines.</p> <p>Submit Report of the SPS to the AC, including slate of applicants for consideration at the April AC meeting.</p>
April AC meeting	<p>SPS Chair presents the Report of the SPS to the AC. (AC includes recommended applicants in Report to the Board in May)</p>
After May Board Meeting	<p>Communicate Board appointments with applicants and welcome successful AC members.</p> <p>Notify AC members of upcoming September election of Chair and Vice Chair and circulate responsibilities and deadline to submit interest in the positions.</p>